

20 DEC 1978

MEMORANDUM FOR: Deputy Director for Administration  
Deputy Director for National Foreign Assessment  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : FY 1979 Annual Personnel Plan, Phase II

1. As you are aware, the Annual Personnel Plan (APP), is now prepared in two segments: Phase I is the goal setting for the upcoming fiscal year and Phase II is the evaluation of the goals of the previous fiscal year. Forwarded herewith are the report forms for the FY 1979 APP, Phase II, the evaluation of FY 1978 goals. Most of the forms are self-explanatory but specific instructions are provided where clarification may be needed.

2. The forms are prepared in a format which permits the tracking of the individual goals and achievements of your Subgroups, as well as the collation into a Career Service report. "Total" lines on page 1a when compiled for the Career Service as a whole should include only the Career Service and Agency losses and gains, but we ask the data for the Subgroup losses and gains be included on the page to give management an idea of the amount of movement of a permanent nature within a Career Service. It is requested particular attention be paid to the report on rotational assignments, both intra and inter. The computer statistics for this information is a GAP report and includes all rotational assignments which were in existence during the fiscal year. This is valid for the reports on page 5 which are intended to reflect the number of all such assignments in existence during the period covered by the report.

3. Statistics for professional employees in any of the reports may be adjusted from the computer runs to include professional trainees who may carry a clerical category code because of a training or developmental assignment in a clerical slot. Arrangements are being made for such employees to be identified on the records as "Professional Trainees", but the program is not yet in operation.

4. It is requested that a brief summary of your analysis of the data be included in the transmittal memorandum, explaining any shortfalls in reaching the goals, noting achievements in minority and women professional employment and advancement, identifying offices with particular successes or particular problems. Large personnel movements occasioned by functional changes should be specifically identified. The APP statistics are used during the year for numerous studies and reports on Agency personnel, and analysis by the Career Services insures we are using the same data base and are providing accurate information and correct interpretations of the statistics.

5. The completed APP, Phase II reports are due in the Office of Personnel no later than 2 February 1979. Please submit the Career Service collated reports in two copies, with one copy of each Subgroup report.

*F. W. M. Janney*

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Attachments

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OP/P&C/RS,  (18 Dec 78)

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